

WORKFORCE SERVICES DIVISION WIOA POLICY REVIEW PROCESS

I. Policy Analyst reviews existing policy and researches all federal and state laws and rules that impact the policy. **(2 Days)**

II. Policy Analyst meets with subject matter experts to review and edit the policy. **(1 Day)**

III. Policy Analyst drafts the policy incorporating all new language, edits, and comments from subject matter experts. **(1 Week)**

IV. Policy Analyst sends out draft policy to Department of Labor leadership for review and comment. **(1 Week)**

V. Policy Analyst reviews all comments and edits with subject matter experts and cleans up the policy in preparation to submit to the WIOA Committee. **(1 Day)**

VI. Policy Analyst submits policy to WIOA Committee for review, comment, and approval.

VII. WIOA Committee reviews, comments, edits, and approves final policy. Policy Analyst incorporates all WIOA Committee's edits and submits to Executive Committee for final approval.

If WIOA Committee has significant changes and does not accept the Policy Analyst's draft policy, it will go back to the Policy Analyst for a rewrite and resubmittal to the WIOA Committee.

VIII. Executive Committee reviews final policy and either accepts the WIOA Committee's recommendations or makes edits and sends it back to the WIOA Committee to review and accept again.

If Executive Committee has changes and does not accept the WIOA Committee's Recommendation for approval.

IX. WIOA Committee gives an overview of approved policies to the full SWIB and Policy Analyst publishes policy to Share Point.